

In order to allow for the necessary processing, the following documents are to be submitted **as soon as possible** when a new appointment is made:

- | | | |
|--------------------------|---|-----------------------------------|
| <input type="checkbox"/> | 3 copies of the resume/vita | |
| <input type="checkbox"/> | Official transcripts for all degrees and applicable coursework – transcripts cannot be issued to the instructor | |
| <input type="checkbox"/> | Faculty Data Sheet | |
| <input type="checkbox"/> | I-9, with copies of the documents used to verify eligibility | |
| <input type="checkbox"/> | Direct Deposit Authorization Form – with a voided check (not a deposit slip) | |
| <input type="checkbox"/> | Federal W-4 Form | |
| <input type="checkbox"/> | State W-4 Form, where applicable | |
| <input type="checkbox"/> | Colorado Affirmation Form | <i>for Colorado campuses only</i> |
| <input type="checkbox"/> | Kansas City, MO City residency form | <i>for KANS, WHIT, FTLV only</i> |

Submit all materials to **Theresa Altmann** in the Office of Academic Affairs, 470 E. Lockwood, Webster Groves, MO 63119.

Forms may also be e-mailed to Theresa at altmantm@webster.edu, or faxed to 314-968-7076. However, original documents still need to be mailed in.

All forms, with the exception of the Data Sheet, I-9, direct deposit, and W-4 forms, should be typed.